

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department Calculate Converted Sick Report	
File Name:	BPP Calculate Converted Sick Report	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 08/29/2007 Revised:

Overview

Trigger:

This report may be used by department payroll staff to determine eligibility to convert sick leave when employee(s) terminate employment prior to calendar leave yearend processing.

Business Process Procedure Overview
<p>Run this report to determine eligibility to convert sick leave for all active employees with leave benefits* who terminate employment prior to calendar leave year end processing. <i>*Active employees with leave benefits are in EE Group 1</i></p> <p>Pay Period 17 is the first pay period a full-time employee would accrue sick leave in excess of 64 hours in the current calendar leave year. Run the report starting with Pay Period 17 and for all pay periods that follow until leave year end processing for the current calendar year has occurred.</p> <ul style="list-style-type: none"> ➤ This report should be run during the week of time entry, <u>after</u> the employee's final time sheet data has been entered and Time Evaluation has been run. ➤ Leave balance data is current as of the last date Time Evaluation was run. <p><u>The following criteria is used to determine eligibility to convert sick leave:</u></p> <ol style="list-style-type: none"> 1. The calendar year begin Sick (Sick + Pre06 Sick) balance is greater than or equal to 144 hours. 2. Sick accrued must be greater than 64 hours. 3. Sick accrued (less 64 hours) – (less Sick used) = Amount eligible to convert. 4. The amount eligible to convert is added to the total Converted Sick (Converted Sick + Pre06 Converted Sick) balance (not to exceed 320 hours). <ul style="list-style-type: none"> ➤ Converted Sick hours greater than 320 should be converted to Annual. 5. The number of hours listed in the "Amount To ConvSick" and/or "Amount To Annual" are the number of Sick hours to convert using quota corrections. The quota corrections should be entered before the termination is processed using the termination effective date. <ul style="list-style-type: none"> ➤ Use the same effective date to reduce Sick and increase Converted Sick and/or Annual for the number of hours listed on the report. (Follow the Business Process Procedure for Leave (Quota) Overviews & Corrections) ➤ The employee may elect to convert all (or a portion of) the eligible hours. ➤ The employee may opt out of the sick leave conversion process entirely.

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Procedural Steps

1.1. Access transaction by:

Via Menu	Time Entry Operator > Reports after Time Evaluation > Calculate Converted Sick Report
Via Transaction Code	Z_CALC_CONV_SICK
Via Favorites Menu	Calculate Converted Sick Report

Double click on “Calculate Converted Sick Report” and the following screen will appear:

Calculate Converted Sick Report

Selections from

Selection

Personnel Number

Page Breaks

☐ Yes

☒ No

Run this report beginning with Pay Period 17* and for all pay periods that follow until calendar leave yearend processing has occurred to determine eligibility to convert sick leave for active employees with leave benefits** who terminate employment prior to calendar leave yearend processing.

*Pay Period 17 is the first pay period a full-time employee would accrue sick leave in excess of 64 hours for the current calendar leave year.



**Active employees with leave benefits are in EE Group 1.

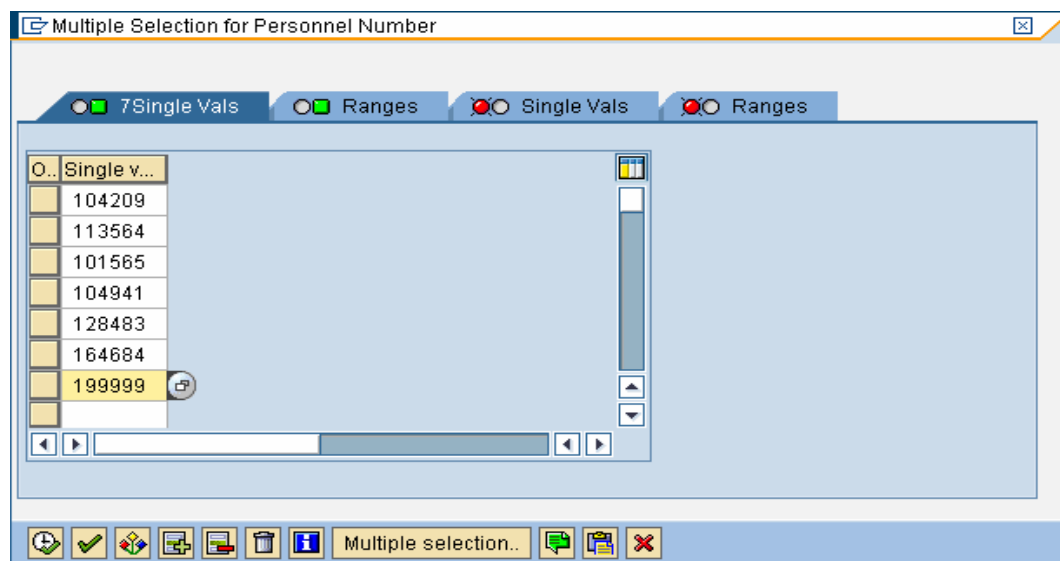
Input – Available Fields	Field Value
Personnel Number	Employee Identification Number of the employee (or employees)
Page Breaks	Yes or No

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1.2 Enter the Employee Identification Number (EIN) of the employee in the “Personnel number” field.

- If the EIN is unknown, search for the employee by clicking in the lower right corner of the box, and enter the employee’s name when the pop-up window is displayed. If the exact spelling of the name is unknown, enter a portion of the name and an * to get a list of employees to choose from.
- Enter more than one EIN by clicking on the Multiple Selection  icon (located to the right of the “Personnel number” field). A box appears that allows entry of multiple EIN's. Click on the Copy  icon to close the Multiple Selection for Personnel Number box.



1.3 The default for “Page Breaks” is set to “No”. Clicking on the radial button next to “Yes” allows you to create a page break after each employee.

- Error Messages: are included at the bottom of the report when selecting “**Page Breaks/No**”. When using “**Page Breaks/Yes**” the error messages are on the final page of the report.

1.4 Click on the Execute icon in the upper left area that looks like a clock to view the report. An example of the report using the “Page Breaks/No” selection filter is below.

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List Edit Goto System Help

Calculate Converted Sick Report

REPORT ID : Z_HR_CONVERT_SICK

STATE OF UTAH
Calculate Converted Sick Report
Prior to LYE Processing for: 2007

PAGE : 1
RUN DATE: 08/28/2007

EIN	Name	Begin Sick Bal	Begin Pre06 Sick Bal	Total Begin Sick Bal	Sick Accrued	Sick Less 64	Sick Used	Amount Elig To Convert	Begin ConvSick Balance	Begin Pre06 ConvSick Balance	Total Begin ConvSick Balance	Amount To ConvSick	Amount To Annual
104209	Earhart, Amelia	78.00	312.00	390.00	68.00	4.00	0.00	4.00	40.00	40.00	80.00	4.00	0.00
113564	Brown, Molly	64.00	920.00	984.00	68.00	4.00	0.00	4.00	0.00	320.00	320.00	0.00	4.00
128483	Lindbergh, Charles	64.00	415.50	479.50	68.00	4.00	4.00	0.00	40.00	152.25	192.25	0.00	0.00

Notes:

The steps to manually calculate sick leave conversion for employees who terminate prior to Leave Yearend processing are listed below.

Calendar Year beginning Sick (Sick + Pre06 Sick) balance is greater than or equal to 144 hours.

Sick accrued must be greater than 64 hours.

Sick accrued (less 64 hours) - (less Sick used) = Amount eligible to convert.

Amount eligible to convert is added to the total Converted Sick (Converted Sick + Pre06 Converted Sick) balance (not to exceed 320 hours).

Converted Sick hours greater than 320 should be converted to Annual.

The number of hours listed in the "Amount To ConvSick" and/or "Amount To Annual" are the number of hours to convert using quota corrections. The quota corrections should be entered before the termination is processed using the termination effective date. Use the same effective date to reduce Sick and increase Converted Sick and/or Annual for the number of hours listed on the report.

In addition to opting out of the sick leave conversion process, the employee may elect to convert all (or a portion of) the eligible hours.

Error Messages:

101565 Franklin, Benjamin is not eligible to convert. The employee is not benefited or is not active.
104941 Keller, Helen is not eligible to convert. The sick used is greater than the sick accrued less 64 hours.
164684 Einstein, Albert is not eligible to convert. The current leave year beginning balance is less than 144 hours.
Not authorized for Org Key 710 11100000 Employee 162252 Anthony, Susan B
EIN 199999 was not found.

END OF REPORT

1.5 To print the report, click on the Print  icon (or choose List > Print > Check Entries (Enter)  icon from the screen heading toolbar).

2.1 The report heading contains the following information:

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- Report ID
- Report Title
- Page Number
- Date the report was run
- Calendar year being reported

2.2 The columns on the report are listed below with a brief description.

EIN	The employee's identification number.
Name	The employee's name (abbreviated to 19 characters)
Begin Sick Bal	The employee's beginning sick leave balance as of pay period 01 for the year being reported.
Begin Pre06 Sick Bal	The employee's beginning pre2006 sick leave balance as of pay period 01 for the year being reported.
Total Begin Sick Bal	The employee's total beginning sick and pre2006 sick leave balance as of pay period 01 for the year being reported.
Sick Accrued	The total of sick leave hours the employee accrued in the year being reported, as of the date the report was run.
Sick Accrued Less 64	The total of sick leave hours the employee accrued in the year being reported, as of the date the report was run (less 64 hours).
Sick Used	The total of sick leave hours the employee used in the year being reported, as of the date the report was run.
Amount Elig To Convert	The sick accrued (less 64 hours) – (less sick used) total for the employee in the year being reported, as of the date the report was run.
Begin ConvSick Balance	The employee's total beginning converted sick leave balance as of pay period 01 for the year being reported.
Begin Pre06 ConvSick Balance	The employee's total beginning pre2006 converted sick leave balance as of pay period 01 for the year being reported.

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Total Begin ConvSick Balance

The employee's total beginning converted sick and pre2006 converted sick leave balance as of pay period 01 for the year being reported.

Amount To ConvSick

The number of hours the employee is eligible to convert to converted sick (using quota corrections to deduct the hours from sick and add to converted sick).

Amount To Annual

The number of hours the employee is eligible to convert to annual once the employee's converted sick balance reaches the 320 hour maximum (using quota corrections to deduct the hours from sick and add to annual).

Notes:

The criteria used to determine eligibility to convert sick leave (please refer to the Business Process Procedure Overview on page one of this document).

Error Messages:

Specific error messages are listed for each employee number input.

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